

***United States Court of Appeals
for the Tenth Circuit***
Court-Appointed Counsel Worksheet (CJA 20)

Page ____ of ____
Case No. _____
Case Name: _____

In-Court Services

<u>Date</u>	<u>Brief Description of Services</u> (In-court time is generally limited to one hour or the actual time of argument. Waiting time may be claimed as out-of-court time.)	15(g) Appeals Court
PAGE TOTAL:		

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Out-of-Court Services

<u>Date</u>	<u>Brief Description of Services</u> (Expended time must show nature of work performed, date executed, time broken down by <i>each</i> task, and must be listed in hours and tenths of an hour.)	16(a) Interviews & Conferences	16(b) Obtaining & Reviewing Records	16(c) Legal Research & Brief Writing	16(d) Travel Time	16(e) Investigative and Other Work
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Travel Expenses

<u>Date</u>	<u>Brief Explanation of Expenses</u> (All travel expenses must be supported with detailed receipts; credit card receipts and credit card statements are not sufficient documentation.)	Lodging¹	Meals	Parking	Transportation	Other Travel Expenses
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¹ Customarily, CJA counsel is allowed one-night of lodging, unless good cause is shown why a second night was necessary.

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Other Expenses

Date	Brief Explanation of Expenses <small>(All other expenses must be supported with detailed receipts; credit card receipts and credit card statements are not sufficient documentation.)</small>	In-House Copies (\$.10/copy)	Commercial Copying	Postage	Telephone	Other Expenses
PAGE TOTAL:						

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